



REQUEST FOR PROPOSALS

PROJECT 19-10-304

POLLUTION LIABILITY INSURANCE AGENCY

(PLIA)

THURSTON COUNTY, WA

Distribution Date: 10-25-2019

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INFORMATION AND INSTRUCTIONS FOR PROPOSERS

- 1 **General:** The State of Washington (State), acting through the Department of Enterprise Services (DES), and on behalf of the Pollution Liability Insurance Agency, is requesting proposals to lease Existing Space.

1.1 Definitions:

1.1.1 “AGENCY” means the Washington State Department of Pollution Liability Insurance Agency.

1.1.2 “BENEFICIAL OCCUPANCY” is defined as the date that the Agency may begin moving furniture and equipment into the premises and installing low voltage wiring and making any necessary electrical connections.

1.1.3 “DES” means the Washington State Department of Enterprise Services.

1.1.4 “INVITATION TO PHASE III NEGOTIATION”: Conforming proposals will receive an invitation to participate in Phase III Negotiations.” **“Phase III Response Forms”** will accompany the invitation.

1.1.5 “PROJECT LEAD” means the Project Property and Acquisition Specialist (Unless otherwise provided in the RFP or an amendment).

1.1.6 “RES” means the Real Estate Services Office within the Washington State Department of Enterprise Services.

1.1.7 “RFP” means Request for Proposals.

1.1.8 “LEASED SPACE REQUIREMENTS” means the RES Leased Space Requirements Edition 1.0 along with the RES New Space Addendum 1.0 attached as **Appendix A**.

1.1.9 “NEW SPACE ADDENDUM” means the RES New Space Addendum 1.0 attached as **Appendix B**.

1.1.10 “SPACE PLANNING DATA” means the Modified Pre-Design (Space Planning Data) worksheet that the AGENCY developed, attached to this RFP as **Appendix C**.

1.1.11 “STANDARD LEASE” means the DES Standard Lease template attached as **Exhibit 6**.

2 Project Information

2.1 Project Parameters

General Area of Consideration	Thurston County
City	Olympia, Lacey and Tumwater
Preferred Area	Within the cities Preferred Lease Area (PLA) (See attached Maps)
Space Type	Office
<u>Approximate</u> Rentable Square feet	5,198 BOMA Rentable Square Feet
Parking Spaces (Total)	a. Minimum requirement is code parking Proposals that include additional parking may be advantageous to the Agency b. One (1) or more “Level II” Electric Vehicle Charging Stations will be required for this site. (See 2.4.6 below) .
Initial Full term	A lease term of five (5) years is required. Proposers may, at their own discretion, include a ten (10) year lease proposal.
Construction Substantial Completion	A Minimum of one (1) Week(s) Prior To Lease Commencement
Beneficial Occupancy	A Minimum of three (3) Week(s) Prior To Lease Commencement
Lease Commencement Date	No later than July 1, 2020 or as soon as possible thereafter

- 2.1.1** Code required parking is based on jurisdictional codes. Additional Agency parking may be advantageous to the AGENCY and in some cases necessary (See also **Appendix A** – (Space Requirement)).
- 2.1.2** Minimum and General Requirements together with the Bid Cost Break-Down will be described in **Appendix B** – (New Space Addendum).
- 2.1.3** Additional space planning data is described in **Appendix C** – (Space Planning Data).
- 2.1.4** Additional information and instructions are included in **Exhibit 1** (Instructions to Proposers and Evaluation Considerations). Proposers should carefully review this exhibit. The State reserves the right to modify these instruction at any time and at its sole discretion
- 2.1.5** The definitions that the Department of Enterprise Services uses to describe proposed leased space (including the definitions of “Existing Space,” “Space Under Construction,” or “Planned Space”) are included as **Exhibit 2** (Definitions). The State reserves the right to modify these definitions at any time and for its own reasons.
- 2.1.6** The required Lease Proposal Form is included in **Exhibit 3** (Lease Proposal Form) to this RFP.
- 2.1.7** If an element of a proposal will not meet a performance requirement of this RFP as outlined in the Lease Space Requirements (LSR's), he/she should use the form included as **Exhibit 4** (Requested Exceptions to Performance Requirements) to this RFP.
- 2.1.8** Proposers may use the Proposal Checklist as a helpful reference tool when compiling their proposal packet. A blank checklist is included as **Exhibit 5** (Proposal Checklist) to this RFP for proposer reference and use. Proposers are NOT required to submit the completed checklist with their proposal packet.
- 2.1.9** The Apparent Successful Proposer (ASP) will be required to use the State Standard Lease for this project. A copy of the Standard Lease is included as **Exhibit 6** (Standard Lease) to this RFP.

2.2 AGENCY Goal For This Facility:

- 2.2.1** The AGENCY needs office space in the area described in **Sections 2 of this RFP** in order to meet the AGENCY statutory requirements.
- 2.2.2** This facility will include programs and staff from the AGENCY Thurston County, WA. Office.

2.3 Location Characteristics: Properties submitted for consideration should be located in the General Area of Consideration noted in Section 2.1. Facilities within the preferred area as described in Section 2.1 would be advantageous to the AGENCY. In addition, within that general area, the AGENCY has identified a number of characteristics as important to the

delivery of service by this field office. These characteristics include, but are not limited to the following:

- 2.3.1** Proposed facilities should be in an appropriately zoned area with AGENCY business model being an acceptable conforming use.
 - 2.3.2** Proposals that are located in close proximity to an existing public transportation route or routes may be advantageous to the AGENCY. Additionally, proposed facilities served by public transportation with hourly service (or more) during the hours of 8 AM to 5 PM may be advantageous to the AGENCY.
 - 2.3.3** Proposals that provide ready access to freeway and other major arterial roads may be advantageous to the AGENCY.
 - 2.3.4** Proposals that are not located within or in close proximity to 100-year flood plain (as defined by the Federal Emergency Management Agency (FEMA)) may be advantageous to the AGENCY.
 - 2.3.5** Proposed facilities must be in areas with sufficient infrastructure in place to support the AGENCY operational needs to include high-speed data and telephone infrastructure. (See also **Appendix A**, Space Requirements.)
- 2.4** Building Characteristics: The State and the AGENCY have identified some unique building characteristics as being advantageous to the Agency's functions, including the delivery of services to its clients. These characteristics include, but are not limited to the following:
- 2.4.1** Contiguous office, equipment and storage, and special areas as depicted in **Appendix C** Modified Pre-Design Space Planning Data with a highly efficient load factor.
 - 2.4.2** A facility with a single floor plate and on the ground floor of a building may be advantageous to the AGENCY.
 - 2.4.3** An effective, efficient and welcoming customer lobby or reception area while also providing a clear delineation between public and staff areas.
 - 2.4.4** Adequate conference rooms and meeting spaces for both public and staff meetings.
 - 2.4.5** Clear delineation between the public/customer and staff entrances if they are separate.
 - 2.4.6** The proposal must include or be improved to include the infrastructure to support One (1) or more "Level 2" charging stations at designated parking stalls, with two charging heads on each station, serving a total of two parking stalls. AGENCY to provide the heads as their sole cost and expense, the Proposer on install AGENCY provided heads at the Proposer's sole cost and expense.

Further details on the AGENCY's unique requirements and desired characteristics are found in **Appendix A** LEASED SPACE REQUIREMENTS, **Appendix B**, NEW SPACE ADDENDUM and **Appendix C**, SPACE PLANNING DATA.

3 **Estimated Schedule of Activities**

Below is a listing of significant dates. DES, at its sole discretion, may change these dates. Notification of schedule changes will be posted to project information on the following webpage: <http://www.des.wa.gov/services/facilities/RealEstate/Pages/RESLeaseSpace.aspx>

Activity	Date
Phase I	
Issue Request for Proposals	10-25-2019
Pre-Proposal Conference (via Teleconference)	11-06-2019
Question and Answer Period	12-04-2019
Issue amendments/addendums to RFP (if necessary)	No Later Than 12-04-2019
Proposals due	12-10-2019
Phase II	
Proposals opened and reviewed for responsiveness	12-11-2019
Conduct site visits and presentations	12-18-2019
Phase III	
Send Request for Phase III Negotiation Response Forms	12-19-2019
Evaluate proposals	01-08-2020
Announce Apparent Successful Proposer/ Notify Unsuccessful Proposers	01-09-2020

4 **Pre-Proposal Conference**

Interested parties planning to respond to this RFP are encouraged but not required to attend a Pre-Proposal Conference November 6, 2019, **10:00AM**, in Conference Room 2320 at 1500 Jefferson Street, Olympia, WA or via Teleconference to discuss the project scope, schedule, selection process and selection criteria and to provide interested parties an opportunity to ask questions. **(Contact the project manager for the conference call dialing instructions.)**

5 **Submission of Proposals**

Interested parties should submit a **Sealed** Proposal using the Lease Proposal Form with all the required supporting documentation described herein no later than **3:00 PM, 12-10-2019** (Pacific Time) at the address indicated below. The security desk in the main lobby at 1500 Jefferson does not accept deliveries. For hand delivery of proposals, you must make arrangements with the RES Leasing Agent listed below or RFP Coordinator in advance. On arrival, check in with the Security

Request For Proposal (RFP) Project 19-10-304 Pollution Liability Insurance Agency (PLIA), Thurston County, WA.

Desk personnel; they will call your RES contact to come and receive the proposal in person.

Physical Address:	Department of Enterprise Services Real Estate Services Attn: Michelle Shepler, Project #: 19-10-304 1500 Jefferson Street SE Olympia, WA 98504
Mailing Address:	Department of Enterprise Services Real Estate Services Attn: Michelle Shepler, Project #: 19-10-304 PO Box 41468 Olympia, WA 98504-1468

The PROJECT LEAD and point of contact for this project is:

Michelle Shepler
Leasing Agent

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